

**Northeast Regional Advisory Committee Meeting
Wednesday, December 16, 2009
10:00 a.m., Hibbing Memorial Building**

Proceedings:

Vice-Chair Tim Thomas called the meeting to order at 10:03 a.m. Attendees who signed in or who were recognized are as follows:

1. Bill Bernhjelm, DPS/ARMER
2. Brian Belich, Carlton County Sheriff's Office
3. Brian Snyder, DSC Communications
4. Brian Youso, Koochiching County Sheriff's Office
5. Bruce Hegrenes, St. Louis Co./Communications
6. Chris Lentz, Motorola
7. Dana Putzke, Duluth Police Department
8. Dewayne Kvande, Roger's Two-Way Radio
9. Dewey Johnson, St. Louis County 911
10. Erik Jankila, Hibbing Fire Department
11. Jeff Anderson, Kanabec County Sheriff's Office
12. Jerry Jensen, International Falls EMS
13. Jim Wiinanen, Cook County Emergency Management
14. John Keenan, Consultant
15. Karla White, Aitkin County Sheriff's Office
16. Kerry Swenson, Cass County Sheriff's Office
17. Mark Falk, Cook County Sheriff's Office
18. Mark Smith, DSC Communications
19. Mark Stansberry, North Memorial Ambulance
20. Mike Fink, Motorola
21. Monte Fronk, Mille Lacs Reservation/ DPS/EM
22. Murray Herrboldt, Minnesota State Patrol - Virginia
23. Nell Hoey, Itasca County Sheriff's Office
24. Rey Freeman, GeoComm
25. Scott Camps, St. Louis County Sheriff's Office
26. Scott Heide, Crow Wing County
27. Steve Ovick, Pine County Sheriff's Office
28. Steve VanKekerix, Lake County Sheriff's Office
29. Tim Thomas, Itasca County Sheriff's Office
30. Tom Hannon, Governance Consultant
31. Tom Ralidak, Minnesota State Patrol
32. Tony Pogorels, Hibbing Fire Department

I. INTRODUCTIONS

Introductions are made by those in attendance.

II. MINUTES FROM PREVIOUS MEETING

MOTION made by Mark Falk to accept last month's minutes as submitted. Erik Jankila seconds the motion. Upon a vote, the motion carries.

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III. REPORTS OF COMMITTEES

A. Training Advisory Group (Mark Falk)

Mark attended the November 20, 2009, meeting via video-conferencing in Virginia. Dewey Johnson did a presentation on public safety communication as it pertained to the Hell's Angel event this summer. The Central Region is developing web-based training and needing user group involvement. There was discussion on the role of T.A.G.

B. Policy (Pat Medure)

Pat is absent. No one else reports anything here.

C. Technical and Operations (Steve Ovick)

Steve checked with Motorola, and hopefully the PSAP reallocation funding figures will be approved by the RRB tomorrow, and Motorola agreed to hold the sale prices of radios until then, as their sale ended on the 15th of December.

D. SRB Operations and Technical (Bruce Hegrenes)

Meeting was on Tuesday by teleconference. Every three years every entity on ARMER is required to estimate the number of radio IDs. The NE Limited Participation Plan was sent in by Pat Medure. The committee amended his submission to include the rest of the agencies that are part of the NEMNRRB (all signers of the JPA) to all include 50 radio IDs. The question was what about training for the rest of the entities. An agreement has to be signed with Mn/DOT as well. Part of that agreement will specify who will do the training on the equipment. Bill Bernhjelm is asked to come up with the template for the whole participation plan. Other business included UHF/VHF infrastructure planning. The next meeting is in January via video-conferencing. Bruce suggests that a motion be made to amend the request from the OTC, as they amended it without our request that we add the rest of the entities.

MOTION made by Scott Camps to include all the counties and cities who signed the JPA of the NEMNRRB in the Limited Participation Plan for 50 user IDs in the ARMER system. Jim Wiinanen seconds the motion. Upon a vote, the motion carries.

E. SRB Interop Standing Committee (Scott Camps)

There was a meeting in the Cities yesterday. Narrowbanding deadline: a recommendation was made to the SRB that a letter go out to all FCC licensees reminding them of the deadline. State is talking about proposing their own deadlines so agencies have a migration period to correct things before the federal changeover of January 1, 2013. Grants were discussed, common names, and the technology reserve work group. Bruce adds that the 2013 deadline will be absolute and administrative action will be taken against any agency that is not compliant by December 31, 2012.

F. Regional CASM (Karla White)

Karla states there is nothing new to report.

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G. NERAC Interoperability Committee (Scott Camps/Tim Thomas)

Nothing to report.

H. User Committee (Monte Fronk/Erik Jankila)

Monte reports that they are putting together the first part of their policy, getting info from the SRB. Erik states they will be doing a section at a time and have some standards to bring to the RAC around February.

IV. Old Business

A. PSAP Consolidation (Tim Thomas)

Tim states that he, Pat Medure, and Mark Falk attended an informational meeting that Carlton County hosted. Mark adds that Cook, Lake, St. Louis, Carlton, Pine, and Koochiching are doing a PSAP consolidation study. Tim adds that Itasca, Aitkin, Cass, and Crow Wing Counties and the Leech Lake Band are moving in that direction as well.

B. 2008 SHSP Grant (Scott Camps)

Scott reports that there was funding for around 48 portables and there is a request for 61. Scott states he has not had a chance to break it down in order to make a recommendation and there were some concerns from Pat about an agency.

C. ARMER Update (Bill Bernhjelm)

- Bill reports that around 62 counties are either on the ARMER system or are going to be on it.
- The last of the FE assessment reports have been delivered. FE will be compiling individual county reports into a regional report to present next month.
- NACO meeting is coming up. This is the group that does national forums where you send a team and one member has to be an elected official. The next session is February 25, 26, 2009, in Mobile, AL. Applications are due no later than January 8, 2010. Bill will forward info to Nell to disseminate. Monte has been to one of these meetings and states that the man holding the forum was surprised at how well MN progressed on the system. Tom Hannon adds that they are excellent, worthwhile sessions.
- Letters of notice of intent for control stations are needed. Let Bill know. Steve Ovick tells Bill that Pine County is interested, and Brian Youso states that Koochiching is not interested.
- Another letter from Mr. Vegemast has surfaced. He still believes the outstate system should have been designed around the VHF platform. It has been forwarded on to RRB Chairman Dowson, who passed it on to the other commissioners. Bill will be happy to answer any questions.
- Two grant programs: SHSP (\$2.6 billion ARMER participation grants) and the \$5 million ARMER participation grants from the SRB. Applications being accepted. Requirement is that the participation plan be completed. Beginning date for the process is January 15, 2010. Any

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applications submitted prior to that will have an application date considered to be January 15, 2009. The period is open for another month or two after that. RRBs are to approve the applications prior to them being forwarded to DECN. The RAC may wish to identify a review process. Tom Hannon adds that the Central Region found that the owners and operators and users need to be considered in the executive summary reading. Rey Freeman asks Bill if the participation plans needs to be approved by the 15th or a completed but not yet approved plan. Bill stated that he would check for clarification. Bill states that we may want to establish a committee and maybe involve the Policy or T&O Committee for input. Bill recommends that a committee of the RAC make the recommendation to the whole RAC, which will be forwarded next to the NERRB. Tom Hannon adds that they do include the executive summary in the participation plan and make it available on a broader basis so if there are red flags, there will be a chance for discussion before a recommendation is made. Bruce Hegrenes, Scott Camps, and Erik Jankila will work with Bill Bernhjelm on this committee.

D. PSIC Grant Resolution (Scott Camps)

The reallocation for nine entities comes out to \$17,832.49 (\$14,265.99 plus \$3,566.50 match). Scott is asking for a motion to approve this amount so it can be brought before the RRB tomorrow.

MOTION is made by Steve Ovick to approve the new reallocation figures and bring them forward to the RRB at their meeting tomorrow. Steve Van Kekerix seconds the motion. Upon a vote, the motion carries.

E. DECN Training (Scott Camps)

Gateway workshop recommended for all dispatchers. The training on December 14, 2009, will be sent by CD to each region. The last training is scheduled for December 21, 2009. Any interested should respond to Tom Johnson at the State level.

F. Website (Nell)

Nothing to report.

G. 2010 Grants (Scott Camps)

Regarding the 2010 Interop Emergency Communications Grant Program that was applied for as a region for \$226,000, they are anticipating there would be \$700,000 available to the state of Minnesota, and in the final cut, it looks like we will get about \$645,000. In reviewing the grant applications from each region, equipment requests were eliminated, as this was not a funding priority. Our application included training, exercise, participation plans for the NE Region. Scott feels we will get some funding. Scott asks attendees to keep in mind that any requests for interop communications will be coming through the RRB for approval, so start thinking of regional communication projects/directions. Scott states that the funding will go through the Homeland Security regions; therefore think of communications-related projects/equipment that should be part of our

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application and get to him with ideas.

*Later in the meeting, Scott reminds the group that there is training money still available. Mark Falk, Tim Thomas, and Marcus Bruning are on this committee, and Scott asks everyone to tell them about training and opportunities.

Bill Bernhjelm states that on the federal level, the PSIC total was short of \$1 billion and only about ¼ has been spent. It is hard to ask for more money when the money available is not being spent.

H. Formation of Owners and Operators Committee (Steve Van Kekerix)

Marcus Bruning and Bruce Hegrenes have volunteered to be on this committee. The date for the convening meeting of the O&O Committee will be a joint meeting and held at 1:00 p.m., after the next RAC meeting, January 20, 2010. Tom Hannon stated that each party to the agreement needs to make an appointment administratively in writing and address it to the chair of the RRB, but it can be sent to the RAC. E-mails about the volunteers wanting to be involved (Marcus Bruning's and Bill Hegrenes's are acceptable) will suffice. Bylaws for the O&O Committee were sent to everyone for consideration.

MOTION made by Steve Van Kekerix that the proposed bylaws be sent to the Owners and Operators Committee for approval at their first meeting in January. Erik Jankila seconds the motion. Upon a vote, the motion carries.

V. New Business

A. Participation Plans (Pine and St. Louis Counties)

Two resolutions were received from Pine and St. Louis Counties indicating their desire to migrate to ARMER. These original, signed documents will be sent to the SRB, Scott Wiggins at DECN. Bruce Hegrenes will see that Nell gets an original, signed document, and Steve Ovick did supply one for her to send.

MOTION is made by Monte Fronk to make a recommendation to the RRB to authorize that the resolutions be forwarded to the Statewide Radio Board (DECN). Mark Falk seconds the motion. Upon a vote, the motion carries.

B. December Elections (Tim Thomas)

Marcus Bruning is willing to serve as Chairman of the NERAC again and is nominated by Scott Camps. There are no other nominations.

MOTION is made by Dewey Johnson to cast a white ballot regarding Marcus Bruning for Chairman of the NERAC for 2010. Steve Ovick seconds the motion. Upon a vote, the motion carries.

Nominations open for Vice-Chair. Tim Thomas states he will be Vice-Chair if no one else is interested. No one else expresses an interest.

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MOTION is made by Dewey Johnson to cast a white ballot for Tim Thomas regarding Tim Thomas for Vice-Chair of the NERAC for 2010. Upon a vote, the motion carries.

Nominations open up later in the meeting for a voting member from the NERAC to sit on the RRB. Tim Thomas nominates Scott Camps. There are no other nominations.

MOTION is made by Dewey Johnson to cast a white ballot for Scott Camps regarding being the RAC voting member to the RRB. Erik Jankila seconds the motion. Upon a vote, the motion carries.

* **Additions to Agenda - Statewide Interop Conference (Tom Hannon)**

- Tom states that they are in the process of planning a statewide interoperability conference for April 2010. Objective: Have a session that will last Thursday and Friday with workshops on Wednesday afternoon dealing with governance education, interoperability, etc. They have asked all regions to appoint one person to work on the program. No traveling is required. They just want people to review items by e-mail and participate through conference calls so they have a program that meets the needs of what regions want to see in an interop conference. Meetings may rotate by region. Monte Fronk and Tim Thomas will assist with this request.
- Rey Freeman wishes the group to know that it is the intent of GeoComm to present the participation plans for Cass, Aitkin, and Crow Wing Counties at the January RAC and RRB meetings.

VI. Next Meetings *(PLEASE REMEMBER WE MEET THE THIRD WED.)

- January 20, 2010, 10:00 a.m., McGregor Community Center
- February 17, 2010, 10:00 a.m., St. Louis County EOC in Pike Lake

VII. Adjourn

The meeting adjourns at 11:30 a.m.